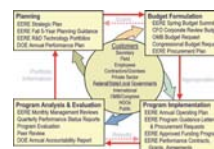




U.S. Department of Energy
Energy Efficiency and Renewable Energy

Appendix F-3 EERE Program Management Virtual University



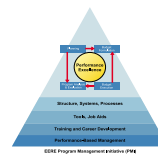
Introduction

The EERE Program Management Virtual University (PMVU) is an online tool kit that allows the EERE user to identify his/her program management training needs, to identify and select training opportunities to address those needs, and to use the information gathered to prepare a meaningful Individual Development Plan (IDP) using the DOE Automated IDP process.

The PMVU is a tool for all EERE employees. It provides general program and project management curricula for individuals with little experience, who would like a structured pathway to developing program and project management skills. For the experienced practitioner, the PMVU provides training courses cataloged to specific Knowledge, Skills and Abilities (KSA's) to facilitate their continued education and professional development. EERE employees can access the PMVU through the DOE Employee Self Service (ESS) website <https://mis.doe.gov/ess>, login to ESS, click on IDP, scroll down and click on EERE PMVU.



EERE Program Management Virtual University (PMVU) Quick Reference

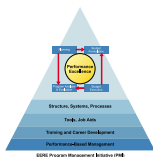


Benefits

- Addresses PM training needs regardless of position
 - “Basic Training” for all EERE employees
 - Curriculum for program management careerists
 - Competency building for functional specialists and support personnel
 - Continuing education for experienced personnel
- Facilitates focused and objective discussion between employee and supervisor.
- Eliminates need to search for courses to meet the needs of employees.
- Paperless, one-stop IDP preparation.

Features

- Contains relevant Program Management and Project Management courses
- Relates each course to specific KSAs
- Displays course information
- Identifies training priority (High, Medium, Low) for each KSA.
- Identifies level of instruction (Introductory, Intermediate, Advanced) for each KSA
- Links to automated IDP preparation process
- Online tutorial



How To Use The EERE Program Management Virtual University (PMVU)



Getting Started:

1. Log on DOE Employee Self Service (ESS) (<https://mis.doe.gov/ess>).
2. Click on IDP (Individual Development Plan).
3. Scroll down and click on “EERE PMVU”.
4. Click on “Self Assessment and Course Selections”.
5. (Optional) Click on “Tutorial” to walk through the PMVU process.

PMVU General Instructions

Use the PMVU by following these steps:





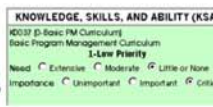

1. Review KSAs

- click  **Display KSA List**
- review  
- close "KSA List" window

2. Select KSA category

- click and select desired category  KSA Category = **All Categories**
- click  **Refresh Display/Save Data**





3. Assess training needs

- click  **Display Rating Key**
- review rating instructions,  
- close "Rating Key" window
- *rate each KSA by training need and importance  
- click  **Refresh Display/Save Data**

4. Sort KSAs by training priority

- click and select  KSA Sort = **Priority**
- click  **Refresh Display/Save Data**

5. Review desired courses

- click on the course title  
- review course information  
- close course information window

6. Select courses

- check  

7. View and print selections

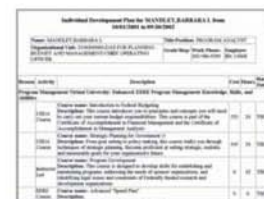
- click  **View Selections**
- print them using browser print feature

8. Exit PMVU

- click  **IDP Planning**

IDP Screen

Your Course Selections will be entered automatically into your IDP in a Goal titled "Enhanced EERE Program Management Knowledge, Skills, and Abilities."



Course ID	Course Title	Course Description	Course Level	Course Status
000001	Introduction to EERE Program Management
000002	Advanced EERE Program Management
000003

***NOTE:** You may review desired courses (step 5) and select courses for inclusion in your IDP (step 6) as you assess your training needs by KSA (step 3). Then complete steps 4, 7 and 8.

DON'T FORGET TO SAVE YOUR WORK! After choosing buttons or menu items or checking boxes, you must click "refresh display/save data" to register your selections.

Frequently Asked Questions

Q. How user-friendly is the PMVU?

- A.** The PMVU provides easy-to-use, illustrated instructions, which show you all of the PMVU features and the specific mouse clicks that are required. Additionally, the PMVU contains an optional tutorial that guides you through a step-by-step process of using the PMVU.



Q. How can the PMVU help me?

- A.** The PMVU can help you determine the specific training you need to become or remain highly proficient in your current position and to develop the program management capabilities necessary to meet your career goals. By conducting the PMVU self-assessment and then sorting the KSAs by priority, you will be able to focus on and select courses that best meet your needs. Additionally, the PMVU contains a core curriculum of EERE-tailored courses that provides an orderly pathway to acquiring comprehensive program management expertise.

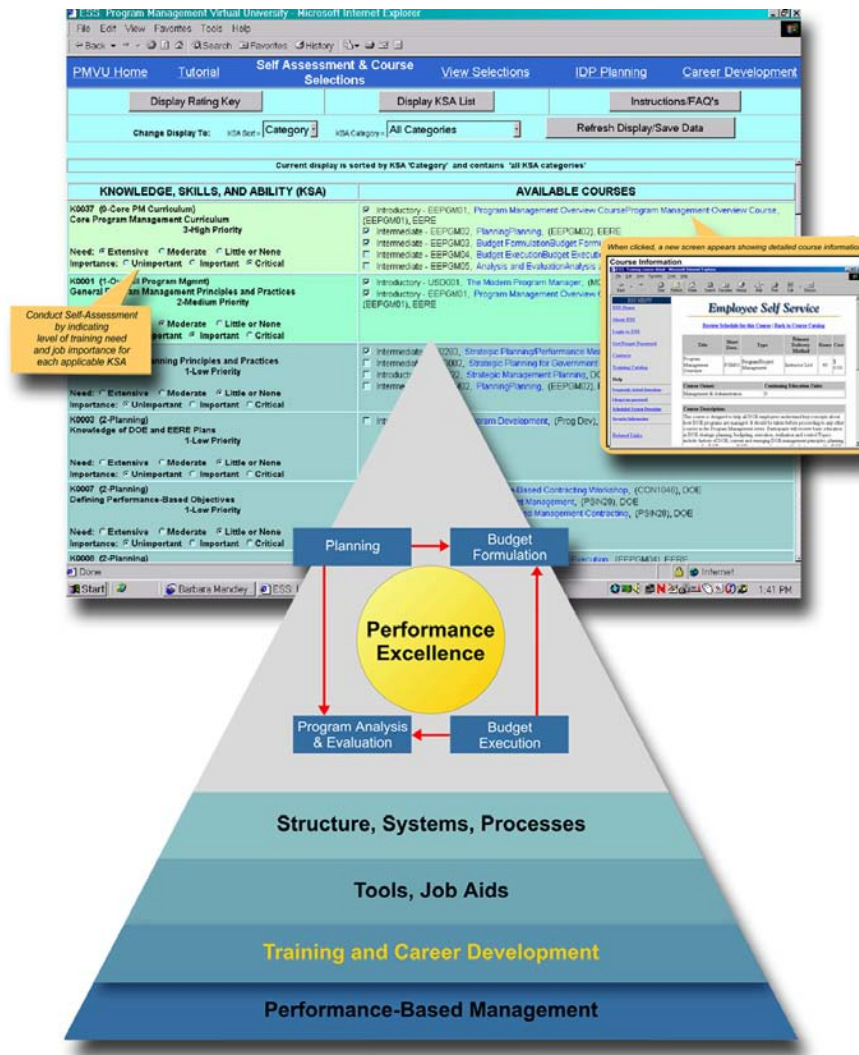
Q. What KSA category do I choose?

- A.** Generally, you should choose “All Categories” so that you can become familiar with all of the capabilities needed to perform or support program management activities and thoroughly assess your current skills. In some cases, however, an individual, perhaps a functional specialist, may want to focus on a specific category, e.g., budget formulation, to broaden or hone skills in his/her specialty. To opt for the core curriculum, choose KSA Category 0 “Core Program Management Curriculum” and select all of the courses for inclusion in your IDP.

Q. Does the PMVU support EERE’s “one way” of doing business?

- A.** The new EERE organizational model has been incorporated into EERE’s new introductory Program Management Overview course (see KSA Category 1 “Overall Program Management”) and will also be covered in depth in all intermediate-level EERE courses to be introduced in the near future.

Program Management Virtual University (PMVU)



EERE Program Management Initiative

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